

TOWN OF WALLACE
MONTHLY TOWN COUNCIL MEETING
April 11, 2019
7:00 pm

The Wallace Town Council held its regularly scheduled monthly meeting in the Council Chambers at the Town Hall.

The following Governing Body members were present:

Charles C. Farrior, Jr., Mayor

Council Member/Mayor Pro-Tem Warren Hepler

Council Member Frank Brinkley

Council Member Wannetta Carlton

Council Member Jeff Carter

Council Member Jason Wells

The following members of the Governing Body were absent:

NONE

Also Present were:

Ralph Clark, Interim Town Manager	William Brooks
Jackie Nicholson, Town Clerk	Davis Carr
Anna Heath, Town Attorney	Danny Cavanaugh
Kathy Bond, Tax Collector	Sandy Forehand
Anthony Colon, Public Services Director	Ben Krautheimer, Enterprise Fleet Management
Jimmy Crayton, Police Chief	Darlene Leysath
Shameshia Fennell, Finance Director	Joseph Merritt
Rod Fritz, Planning Director	Francisco Rivas Diaz
Jerry James, Public Services Director	Maebell Satchell
Ricky Raynor, Distribution & Collection System Supervisor	Rev. Curtis West
Sharon Robison, Library Director	Abby Cavanaugh, Duplin Times

Mayor Charley Farrior called the regular meeting to order with a quorum of the governing body members present. Council Member Wannetta Carlton gave the invocation.

The Pledge of Allegiance was recited.

Adoption of the Agenda

Mayor Farrior called for discussion of any changes or additions to the agenda. Council Member Frank Brinkley made a motion to adopt the agenda as presented. The motion was seconded by Council Member Carlton and approved by unanimous vote.

Presentations/Proclamations

Mayor Farrior administered the Oath of Office to Interim Town Manager Ralph Clark and presented plaques to Public Services Director Anthony Colon and Tax Collector Kathy Bond who are leaving to take other positions.

Public Comment Period

There were no comments.

Consent agenda

Minutes from the March 14 monthly meeting and closed session, the March 28 special called meeting and closed session and the April 1 emergency meeting and closed session

Mayor Farrior called for discussion of the minutes. There being no corrections or additions, Council Member Warren Hepler made a motion to approve the minutes as submitted. The motion was seconded by Council Member Jason Wells and approved by unanimous vote.

Approval of Changes to Signature Cards

Council Member Jeff Carter made a motion to approve the proposed changes to the signature cards removing Stevie Cox and adding Interim Manager Ralph Clark which was seconded by Council Member Carlton and approved by unanimous vote.

Old Business

Final Disposition of Surplus Property

Town Clerk Jackie Nicholson said that the property listed below had been declared surplus and advertised for sale by the upset bid procedure, as there were no upset bids submitted Ms. Nicholson asked the Council to award the sale of the property as indicated:

1999 GMC Dump Truck -Eddie Brinson, Brinson Farms LLC; \$1,500.00

1991 Massey Ferguson Diesel Tractor Model 383 #S10304 – Brooks Construction; \$2,000.00
Dell Latitude 3590 BTX Laptop computer – Bernita Demery; \$1,675.00
19991 Caterpillar 300 Kw Diesel Backup Generator #4ZR06191- Brooks Construction; \$1,500.00

Council Member Brinkley made a motion to approve the sale of the surplus property. The motion was seconded by Council Member Wells and approved by unanimous vote.

Discussion of Possible Donation of Property to the Town

Mayor Farrior said that the Council tabled action on this item at the last meeting and that there is someone interested in placing a bid to if the property is accepted and asked if there were taxes owed. Tax Collector Bond said that 2017 and 2018 are outstanding.

Council Member Hepler made a motion to accept this property donation provided the taxes were paid. Following the discussion Hepler withdrew the motion.

New Business

Disposition of Surplus Property (1986 AMG Humvee)

Police Chief Jimmy Crayton said that he did not have a formal bid on the vehicle and asked that the property be declared surplus to be sold on govdeals.com with a minimum bid of \$5,000. Chief Crayton was asked to verify that the property can be sold as surplus prior to advertising.

Council Member Brinkley made a motion to declare the 1986 AMG Humvee as surplus to be sold on govdeals.com with a minimum bid of \$5,000 which was seconded by Council Member Carter and approved by unanimous vote.

Presentation of Fleet Management Program (Enterprise Fleet Management)

Chief Crayton introduced Ben Krautheimer, Enterprise Fleet Management, to present some information on providing a managed vehicle program for the Town through an open-end lease, allowing acquisition of vehicles while avoiding large capital outlay.

Council Member Carlton made a motion to not make a decision on this item tonight that was seconded by Council Member Wells and approved by unanimous vote.

Discussion of Funding Award for New Wells and Requests for Qualifications

Mayor Farrior said that the Town had been awarded a loan in the amount of \$966,000 for new wells at an interest rate of 2.16% for twenty (20) years. A proposal for engineering services related to this project was submitted and reviewed by Manager Clark and Public Services Director Colon who indicated that the proposal contained figures that were too high. A draft RFQ (request for qualifications) will be prepared and submitted proposals will be reviewed by staff and then brought to the Council. After the most qualified firm is selected, fees will be negotiated.

Adoption of General Records Schedule for Local Government Agencies

Ms. Nicholson stated that in January 2018 the Council approved adoption of amendments to the Municipal Records Retention Schedule and that all future amendments would automatically be adopted upon publication. However, due to the scope of the most recent update, which is a separate Schedule that applies to most if not all local government agencies and supersedes entire sections of the currently adopted schedule, asked that the Council adopt this schedule by motion and all future amendments be automatically adopted upon publication.

Council Member Hepler made a motion to adopt the 2019 General Records Schedule for Local Government Agencies with all future amendments automatically adopted upon publication. The motion was seconded by Council Member Carter and approved by unanimous vote.

Establish Public Hearings for Rezoning Cases and Special Use Permit Applications

Planning Director Rod Fritz asked the Council to establish public hearings for three (3) rezoning cases, and two (2) applications for Special Use Permits. Mr. Fritz said that 2 of the cases were for the same property submitted by different developers both of which wished to apply to NC Housing Finance Agency for funding and one was for a single property owner.

Council Member Wells made a motion to establish these public hearings on Thursday, May 9, 2019 at 7:00 pm and to start the meeting at 6:00 pm. The motion was seconded by Council Member Brinkley and approved by unanimous vote.

Approval of Submittal of a Grant Application For State Assistance from the NC Division of Soil and Water Conservation for Stream Needs

Finance Director Shameshia Fennell to approve the submittal of a grant application for funding for Rockfish Creek and to authorize Interim Town Manager Ralph Clark to execute said application.

Council Member Brinkley made a motion to submit a grant application to the NC Division of Soil and Water Conservation and authorized the Interim Town Manager to sign it. Council Member Hepler seconded that motion which was approved by unanimous vote.

Tax Report

Tax Collector Kathy Bond presented the tax report for the March 2019 collections. Ms. Bond reported that year to date collections were up five-point twenty-seven percent (5.27%) compared to last year and up five-point thirty-seven percent (5.37%) compared to 10-year overall. Ms. Bond said that \$2,661.10 was received from payment plans and \$248.28 from Debt Set Off. The top ten delinquent tax accounts were presented per Council request from the meeting last month and the preliminary advertisement for delinquent accounts. The ad will be in the April 18, 2019 edition of the *Duplin Times* and asked the Council to authorize this.

Council Member Wells made a motion to authorize the Tax Collector to advertise delinquent taxes in the April 18, 2019 edition of the *Duplin Times*. The motion was seconded by Council Member Carlton and approved by unanimous vote.

Tax Releases

Tax Collector Bond presented the following tax liabilities for release

Account #	Name	Reason	Amount
1032	M V L LLC	Property sold and/ or donated	\$235.49
196	JF Bradshaw	Billboard removed	\$1,149.09
2546	David Durham	Boat sold	\$118.71

*bold denotes refund

Council Member Hepler made a motion to release these tax liabilities and issue the refund. The motion was seconded by Council Member Wells and approved by unanimous vote.

Financial Reports

Finance Director Fennell presented information on utilities revenue. Ms. Fennell said that she had added a section on how much was billed and how much was collected for stormwater, water, sewer and trash collection, late fees, new service and returned checks. Sales tax is up 17.35% over last year.

FEMA Reports

Ms. Fennell provided an update on projects that have received funding and have been or are in the process of repair and explained that for some of the projects funding has been obligated but not received.

Budget Amendment

Director Fennell presented Budget Amendment FY2018-2019 #10 Batch 28901 to transfer funds to purchase a lawn mower within the storm drainage department under Public Services.

Council Member Brinkley made a motion to approve proposed Budget Amendment #10 which was seconded by Council Member Wells and approved by unanimous vote.

Council Reports

Council Member Carter asked about paving in front of the Town Hall. Public Services Director Jerry James said that it would have to be grinded and paved and that it is included in the spring street paving for this year.

Mayor's Items

Mayor Farrior asked the Council if they were able to meet on Monday, April 15 at 5:30 for a work session to hear from Hartwell Wright, Human Resources Consultant with NCLM (North Carolina League of Municipalities) on hiring a town manager. The Council agreed to continue the meeting.

Mayor Farrior asked if the sale of beer and wine at the Strawberry Festival had been approved. To date it has not, Council Member Wells made a motion to approve the sale of beer and wine at the Carolina Strawberry Festival this year. The motion was seconded by Council Member Brinkley and approved by unanimous vote.

Mayor Farrior said that River Landing had asked about the Town being responsible for repairing the street near the Village Store and Bojangles because it is on the Powell Bill Map. Mayor Farrior checked with Richard Burrows regarding the annexation of those properties. While the street is identified on the Powell Bill Map as a Town Street the calculations do not include it and it will be removed from the map.

Department Head Reports

The following reports were presented:

Rod Fritz, Planning Director

- The painting project at the Women's Club is about 40% complete
- One (1) sign permit, five (5) zoning permits and four (4) certificates of appropriateness
- Published RFP (request for proposals) Planning Department roof and wall repairs on IPS website and helped Chief Crayton with placing the firing range road on same
- Technical Review Committee met on three (3) potential projects
- Prepared three (3) rezoning staff reports, met with Planning Board Chair Cameron Lee
- Historic District Commission meeting
- Pre-construction for Women's Club painting project
- Met with Pentecostal Holiness Church regarding future growth plans
- Business registration tracking
- Checked Code of Ordinance for noise violation statute for police department
- Board of Adjustment meeting
- Three (3) annexation requests
- Solicited proposal for future building growth analysis and Campbell Center improvements
-

Anthony Colon, Public Services Director

- The painting of the water tower at Town Hall has started

Jerry James, Public Services Director

- Getting up to speed on all the projects

Jimmy Crayton, Police Chief

- Capt. Morgan graduated from the West Point Leadership Program
- K-9 not working because both K-9 cars need repair
- Touch-A-Truck event at the airport on May 11, 2019
- RFP (request for proposals) for firing range road
-

Town Attorney Anna Heath asked the Council to approve a Resolution Declaring Surplus Property and Authorizing Disposal by Online Public Auction that was discussed earlier in the meeting.

Council Member Carter made a motion to adopt said resolution which was seconded by Council Member Brinkley and approved by unanimous vote.

Sharon Robison, Library Director

- Pi Day on March 14 was successful
- New reading program "Wag for Reading"
- Passports applications are continuing to go well
- Easter Fund Day on April 20th
- Jewelry making class on April 24th

Shamshia Fennell, Finance Director

- Engaged the services of Felicia Bradshaw as Interim Tax Collector

Manager's Items

Mr. Clark said that he has been here for six (6) days and has met all the department heads and has reviewed and read over the retreat package and reviewed the priorities established.

With there being no other business to discuss, Council Member Wells made a motion to continue the meeting on Monday, April 15, 2019 at 5:30 pm. The motion which was seconded by Council Member Brinkley and approved by unanimous vote.

Respectfully submitted,

Charles C. Farrior, Jr., Mayor

Jacqueline Nicholson, CMC, NCCMC
Town Clerk

Town of Wallace Budget Amendment (FY 2018-2019 #11 Batch 29221)

Be it ordained by the Town Council of the Town of Wallace, North Carolina the following amendments be made to budget for the fiscal year ending June 30, 2019:

Section I:	GENERAL FUND		
<u>Expenditures:</u>			
Account Number	Account Description	Increase	Decrease
59-5900-020	SALARIES		\$8,500.00
59-5900-740	CAPITAL OUTLAY-EQUIPMENT	\$8,500.00	
	Total	\$8,500.00	\$8,500.00

Section III: Copy to Finance Director:

Copies of this budget amendment shall be delivered to the Finance Director for their direction in the disbursement of funds:

Adopted this the 11th day of April 2019

Charles C. Farrior, Jr., Mayor

Jacqueline Nicholson, Town Clerk

**RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING DISPOSAL
BY ONLINE PUBLIC AUCTION**

WHEREAS, the Town Council of the Town of Wallace desires to dispose of certain surplus property of the Town of Wallace;

WHEREAS, North Carolina General Statute § 160A-270 allows the Town Council to authorize an appropriate town official to dispose of personal property belonging to the town electronically by public auction.

NOW, THEREFORE, BE IT RESOLVED by the Town Council if the Town of Wallace that:

1. The following described property is hereby declared to be surplus to the needs of the Town of Wallace: 1986 AMG HUMVEE.
2. If Police Chief Crayton is able to confirm the above-described property can be sold, the Town Council authorizes the Town Manager or his designee to dispose of the above listed property via electronic auction on GovDeals – www.govdeals.com beginning on May 1, 2019 at 8:00 a.m. and ending on May 8, 2019 at 5:00 p.m.
3. The Town Council sets a Reserve Price of \$ 5,000.00. The Town will only sell the above-described property once the Reserve Price is met or exceeded.
4. All sales will be processed through GovDeals and remitted to the Town net of auction fees. These items will be sold on an “as is” basis and all sales are final.
5. The Town of Wallace reserves the right to reject any and all bids.
6. The Town clerk shall cause a notice of the proposed sale to be published at least once and not less than (10) days before the date of the auction, a copy of this resolution or a notice summarizing its contents as required by N.C.G.S. 160A-270.

Adopted this 11th day of April 2019.

Charles C. Farrior, Jr., Mayor

Jacqueline Nicholson, CMC, NCCMC
Town Clerk